

University of Alaska Foundation Confidentiality Agreement

Non-employee Name: _____

The University of Alaska Foundation (Foundation) maintains biographic and gift/pledge information (Data) about University donors, donor prospects, alumni, vendors, supporters and other constituents of the University on its Donor Database (Raiser's Edge and Researcher's Edge), Accounting (Financial Edge), Calling Software (RuffaloCody CampusCall), and Reporting (Crystal Reports) systems (Systems). While some of the information may be public, much of it is exempt from public disclosure.

The Foundation is providing access to the information in these Systems to you under the following terms and conditions:

1. You are aware of the Confidentiality Policy regarding Data stored in the Systems (http://www.alaska.edu/files/foundation/Privacy_Statement.pdf).
2. You are aware of the University policies regarding information security, including Red Flags (<http://www.alaska.edu/records/id-theft/Identity-Theft-Prevention-Program.pdf>) and Payment Card Industry (PCI) compliance (<http://www.alaska.edu/controller/restrict/p-13.pdf>).
3. You will use the Data in the Systems only for legitimate Foundation and/or University activities for which you are authorized. After completing the activity, all records (electronic and paper) should be destroyed. New information should always be requested from Foundation Advancement Services. These activities can include, but are not limited to:
 - a. Mailing Lists
 - b. Donor Contact
 - c. Reporting
4. You will not exhibit or divulge the contents of any Data (paper or electronic) to any person except in the conduct of your volunteer assignment in University Relations, Development, Alumni Relations, or any other departments or units engaged in these functions
5. You will not erase or modify a data record or data entry from any record, report or file except in the performance of your assigned duties; knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry; and will not aid, abet, or act in conspiracy with another to violate any part of this agreement.
6. You will report any security or privacy violations to the Executive Director of Advancement Services, the Systems and Reports Administrator, or Constituent Data Manager.
7. You understand that access to information will be granted on a strict "need to know" basis, the determination of which will be made by the Executive Director of Advancement Services, the Systems and Reports Administrator, or Constituent Data Manager.

I have read, understand and agree to operate within the restrictions outlined above.

Signature

Date